



Education & Skills  
Funding Agency

# Identity and Access Management System (IDAMS) user guidance

This document provides guidance on how a new user can request role permissions.

**February 2018**

Of interest to colleges and training organisations

Once you have successfully registered for an IdAMS account, and it has been approved, access IdAMS from the URL <https://logon.fasst.org.uk> and log in to your account.

Click on 'My Identity'.



From this screen you are able to change your email, your password, and change your password reset preferences.

If you forget your password, access IdAMS from the URL above and select 'I forgot my password', enter your email or username and submit. You will receive an email containing a link to create and confirm a new password.

If you have selected to have your password via SMS text message, you will receive a pin number to your mobile.


## My Identity

Edit your account details and request permissions

Title	First name	Last name
<input type="text" value="Mr"/>	<input type="text" value="Athin"/>	<input type="text" value="Alias"/>

Email address

Mobile number



Member of **Department For Business, Innovation And Skills-Skills Funding Agency**. UPIN: 119745 UKPRN: 10033670

[Change password](#)

[Change password reset preferences](#)

# Request Role Permissions

Select 'Request a new permission'.

My Identity

Edit your account details and request permissions

Title

Mr

First name

Athin


Last name

Alias

Email address

aalias@company.com

Mobile number



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[Change password](#)

[Change password reset preferences](#)

Application Roles and Permissions

Pending

Approved

Rejected

You don't have any pending application roles or permissions.

Request a new permission

Locate the role you require and select 'Request' (see table on page 6 for more information on the role permissions).

Request Permissions

Please select the permissions you wish to request

Academy Trust Services	
Accounts Return Internal Approver	Request
Accounts Return Internal Preparer	Request
Apprenticeships Service for provider	
Apprenticeships Editor	Request
DCFT	
BI Hub User	Request
Data Exchange Service - Provider Information Officer	Request
Data Exchange Service - Provider Submissions User	Request
FAA	
Recruit an Apprentice	Request
Land and Buildings Collection	
Academy Trust Land and Buildings Approver	Request
Academy Trust Land and Buildings Preparer	Request
MAT Development & Improvement Fund	
MDIF Preparer	Request

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Once the role has been requested, you will see a 'success' message at the bottom of the screen.

Request Permissions

Please select the permissions you wish to request

Accounts Return Internal Approver

Request

Accounts Return Internal Preparer

Request

Apprenticeships Service for provider

Apprenticeships Editor

Request

DCFT

BI Hub User

Request

Data Exchange Service - Provider Submissions User

Request

FAA

Recruit an Apprentice

Request

Land and Buildings Collection

Academy Trust Land and Buildings Approver

Request

Academy Trust Land and Buildings Preparer

Request

MAT Development & Improvement Fund

MDIF Preparer

Request

SFS

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Save Successful

Your request of Data Exchange Service - Provider Information Officer has been successfully submitted

The superuser(s) for your organisation will receive an email informing them of your request. The superuser(s) should then log in to IdAMS to approve / reject your request.

Once the request has been approved or rejected, you will receive an email.

Skills Funding Agency

Role request approved - Skills Funding Agency GOV.UK Hello Athin You have requested the Data Exchange Service - Provider Information Officer role.

Role request approved

Inbox

Skills Funding Agency <noreply@fasst.org.uk>

to me

GOV.UK

Hello Athin

You have requested the Data Exchange Service - Provider Information Officer role. This request has been approved by Davy Bowie.

Kind regards,  
The Skills Funding Agency Team

<b>Application / Service</b>	<b>Role Name</b>	
<b>Academy Trust Services (Academy Trusts Only)</b>	Accounts Return Internal Approver	Allows user access to approve the Online Accounts Return Form
	Accounts Return Internal Preparer	Allows user access to the complete the Online Accounts Return Form
<b>Apprenticeships Service for Providers</b>	Apprenticeship Editor	Allows user to respond to Employer apprenticeship training requests and update apprentice details
<b>DCFT – Hub - BI Tools</b>	BI Hub User	Allows user access to BI Tools Tab on the Hub
<b>DCFT – Hub – Data Returns</b>	Data Exchange Service – Provider Information Officer	Allows user access to view and download business reports
	Data Exchange Service – Provider Submissions User	Allows user access to submit data returns
<b>FAA – Find an Apprentice</b>	Recruit an Apprentice	Allows user to post apprenticeship vacancies and manage candidate applications
<b>Land and Buildings Collection (Academy Trusts Only)</b>	Academy Trust Land and Buildings Approver	Allows user access to approve the Land and Buildings Collection Tool
	Academy Trust Land and Buildings Preparer	Allows user access to complete the Land and Buildings Collection Tool
<b>MAT Development &amp; Improvement Fund (Academy Trusts Only)</b>	MDIF Preparer	Allows user to access and complete the MAT Development & Improvement fund application
<b>Skills Funding Service (SFS)</b>	SFS Contract Authoriser	Allows user to read, download, enter, save and submit information. It also allows the user to sign documents in the contracts area of the service and receive automated emails
	SFS Contract Manager	Allows user to read, download, enter, save and submit information and receive automated email alerts in the contracts area of the service
	SFS Contract User	Allows user to read, and download information in the contracts area of the service
	SFS Data Returns and Claims Authoriser	Allows user to read, download, enter, save and submit information. It also allows the user to sign document in the data returns and claims area of the service and receive automated emails
	SFS Provider Support User	This role is for users that have system administration rights within SFS, who can appoint users and give permissions. More than one person within the organisation can be appointed to this role. These names will be displayed to users of the service

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